

6105 - RECREATION PROGRAM SUPERVISOR

NATURE OF WORK

Responsible work in the supervision of and participation in activities at a community or recreation center or playground.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directs the activities of an assigned recreation center, playground, or community center.
Provides input regarding the planning, scheduling, organizing, and directing of city-wide recreation projects.
Attends meetings with parents.
Assists in the scheduling of activities.
Collects monies for various recreational functions.
Compiles and maintains necessary records.
Assists in planning and scheduling programs for various civic organization.
Organizes and participates in the staging of amateur programs.
Sets up and takes down apparatus for activities.
Prepares and arranges exhibits.
Assists in scheduling of meetings to be held in community centers or playgrounds.
Recommends for purchase necessary supplies and equipment.
Assists patrons in various tasks such as writing letters, completing forms, and disseminates local information.
Assists in maintaining order at functions.
Acts as master-of-ceremonies.
Leads community singing.
Assists in pageants and other major events.
Inspects assigned areas and reports conditions requiring repairs.
Operates sound and lighting equipment and movie projectors.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, rules, and equipment requirements of common recreational activities.
Knowledge of first aid.
Ability to instruct individuals and groups in a variety of recreational activities.
Ability to establish and maintain effective working relationships with other employees and the general public.
Ability to maintain routine records and prepare reports.

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MINIMUM REQUIREMENTS

One year full-time experience in the supervision of public park and recreation services. Must possess a valid driver's license. Shift work including nights, weekends and holidays.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various types of office related equipment, such as, but not limited to , word processor, calculator, copier, and fax machine. Regular standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with some latitude for the use of independent judgement in the selection for work methods and is subject to review for compliance with departmental policies and objectives.

SUPERVISION EXERCISED

Furnishes technical guidance to and directs the activities of assigned personnel.

Rev. 12/95 (minimum req.)